

MICHIGAN SENATE

SENATOR BUMSTEAD POSITION POSTING

PART-TIME OFFICE ASSISTANT

Summary Position Description: The individual will provide assistance to the Senator and staff ranging in the areas of legislation, communications, constituent affairs, and general office management. Some responsibilities will include: monitoring legislation, preparing written correspondence, and conducting legislative research.

Minimum Qualifications Include: Applicants should possess strong written and verbal communication skills. A basic understanding of the legislative process and computer office programs is helpful.

Status: Part-time, 29 hours/week

Length: May 20th – August 30th

Governing Caucus: Republican

This is a non-civil service, at-will position.

Interested applicants please submit a resume and cover letter by May 6, 2019 to:

Senator Jon Bumstead

PO Box 30036

Lansing, MI 48909

Email: resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.